

# Reserving a GSCB Camp Property

## Frequently Asked Questions

### **How do I make a reservation?**

Camp property reservations can be done through our [online property reservation system](#). For Service Unit Encampments, email [MemberCare@cbgsc.org](mailto:MemberCare@cbgsc.org).

### **How far in advance can I make a reservation?**

Reservations can be made up to nine months in advance. Service Unit Encampments are eligible to be made up to one-year advance, but must be reserved through GSCB by emailing [MemberCare@cbgsc.org](mailto:MemberCare@cbgsc.org).

### **How do I reserve a program activity?**

Program activities are available at all four of our camp properties, although some activities are site specific. These activities include archery, zip lining, crafts, kayaking, canoeing, sailing, and more. You can schedule activity time in hour blocks through our [online property reservation system](#).

### **Does GSCB rent our properties to non-Girl Scout groups?**

Yes. Nonprofits and other organizations can use our camp properties. Interested parties should email [MemberCare@cbgsc.org](mailto:MemberCare@cbgsc.org).

Please note that any non-Girl Scout group that makes a reservation through our online reservation system is required to complete a Facility Usage Agreement within 5 business days of completing the reservation. This form will be attached to your receipt. Girl Scouts of the Chesapeake Bay reserves the right to refuse rental to any groups that either conflict with the mission of Girl Scouting or wish to engage in activities beyond the scope of the properties.

### **Do I need to put down a deposit?**

A deposit of 25% of your total facilitation and activity reservations will be due to reserve your dates.

### **When is my balance due?**

The remaining balance is due 30 days prior to your camping event. You will receive automated payment reminders from Doubleknot. If your balance is not paid 30 days prior to your camping event, the Property Reservation Registrar will attempt to contact you via phone and email. If the Property Reservation Registrar is not able to reach you after several attempts or you do not contact the Property Reservation Registrar to arrange payment, your reservation may be cancelled.

### **If I cancel, do I get my deposit back?**

If you cancel more than 30 days prior to your camping event, you are eligible to a refund of fees paid minus the deposit. If you cancel less than 30 days prior to your camping event, you are eligible to transfer your fees paid to a new date within a nine-month window from your original reservation. If you choose not to reschedule for any of the available dates, your fees will not be eligible for a refund.



### **If bad weather is predicted, am I eligible for a refund?**

If you elect to cancel your reservation due to inclement weather predictions, you are eligible to transfer your fees paid to a new date within a nine-month window from your original reservation. If you choose not to reschedule for any of the available dates, your fees will not be eligible for a refund. Girl Scouts of the Chesapeake Bay reserves the right to close properties in the event of severe life-threatening weather predictions such as hurricanes, in which case the Property Reservation Registrar will work with you to find a solution.

### **What if my facility or program area becomes unavailable?**

Occasionally, GSCB facility or program areas may become unavailable at the last minute due to maintenance problems, double-booking, or severe, life-threatening weather. In the event that your facility or program area becomes unavailable for any of these reasons, the Property Reservation Registrar will work with you on a case-by-case basis to find a solution.

### **What does it mean to schedule a program activity with a facilitator?**

Advanced training is required for many of our program activity areas. By selecting the option with a facilitator, a professional facilitator with advanced training will be assigned to your group's activity time. Your facilitator's level of training will meet all [Safety Activity Checkpoints](#) and American Camp Association Standards, although the adults in your group will still be required to be present to meet ratio requirements and provide supervision to the participants when they are not receiving direct instruction from the facilitator. In the event that a facilitator is not available due to scheduling conflicts, your Outdoor Program Manager will contact you and arrange a refund of any fees paid.

### **What does it mean to schedule a program activity without/with my own facilitator?**

Adults may elect to pay for their own advanced training for program activity areas at camp. In the event that you have an adult available who has received this advanced training, you may elect to pay a lower cost hourly rate and provide your own facilitator. This option gives you access to the equipment only and the fees paid go to the annual maintenance, repair, and replacements for the activity equipment. Adults with the appropriate advanced training must submit copies of their certifications to the appropriate Outdoor Program Manager for verification.

### **How can I support GSCB properties?**

There are many ways to support camp properties! Support can be in the form of sending a girl to one of our summer camp programs, or making an individual donation. For more information on how to support, email [MemberCare@cbgsc.org](mailto:MemberCare@cbgsc.org).

### **What are GSCB's guidelines regarding COVID-19 precautions at camp properties?**

Visit [Volunteer Essentials](#) for the most up to date COVID-19 guidelines.

**Thank you for your interest in renting  
GSCB Camp Properties.  
We look forward to seeing you out there!**

